

Georgia MoDA Position Description

Applicants must be DoD Civil Service in the GS 13/14/15 pay grades to be eligible

COCOM: EUCOM

Location: Tbilisi, Georgia

Grade: GS-13/14/15

Function: NATO Core Team Deputy

Clearance: SECRET

Title: Senior Advisor

Tour length: 12 months

Background: At the 2014 Wales Summit, Heads of State endorsed the Substantial NATO – Georgia Package (SNGP) aimed at strengthening Georgia’s defense capabilities and NATO interoperability in order to advance Georgia’s preparations towards eventual membership in the Alliance. This package was developed and is implemented under the auspices of NATO’s Defense and Related Security Capacity Building Initiative. SNGP assistance activities cover a range of 13 functional defense and security focus areas, each under the responsibility of a different NATO nation. A three-member NATO Core Team (one chief, two co-deputies) coordinates the implementation of NATO advisory assistance under SNGP, represents the SNGP to NATO, Allies, the Minister of Defense, the Georgian Chief of Defense (CHOD), and their advisors and staffs. The Core Team Deputy is officially attached to the U.S. Embassy’s Office of Defense Cooperation (ODC), but is embedded with the Core Team in the Georgian Ministry of Defense (MoD), working with Georgian Ministry and Armed Forces counterparts, and with resident and visiting NATO experts on a daily basis. The Core Team Deputy assists with the overall coordination and oversight of SNGP implementation, and contributes to and collates information to report progress to the Georgian Defense Minister, CHOD, and the NATO Secretary General.

Required Skills and Experience:

- Program management experience with diverse and complex programs in military or civilian organizations
- Practical experience working as a senior advisor in a partner nation MoD, COCOM, or Joint Staff in a multinational environment
- Experience drafting project proposals / justifications for funding (for example, from NATO’s Defense Capacity Building Trust Fund)
- Supervisory experience organizing and leading integrated teams of people to develop plans, overcome challenges, navigate government bureaucracy, and guide them towards achieving defined objectives
- Knowledge of strategic planning and requirements driven processes
- Demonstrated communication and diplomatic skills and the ability to work collaboratively with counterparts to help them achieve goals through the provision of quality advice, support, and mentoring
- Ability to achieve political objectives and provide substantive changes/reforms in processes and structures and build consensus towards developing practical solutions
- Proven self-starter who can be successful working independently at various organizational levels and with executives/managers/leaders/staffs from multiple functional areas
- Proven success sharing knowledge, mentoring and coaching others with the aim of enabling NATO Team Leads to deliver quality advice
- Ability to identify potential synergies among different, sometimes disparate efforts, and the patience to explore how to capitalize on such opportunities
- Exceptional interpersonal and communication skills with an ability to excel in a multi-lingual and multi-cultural environment
- Ability develop unique solutions appropriate for the Georgian cultural, political, and economic reality (i.e. do not expect a U.S. solution to fix a foreign partner’s problem)

Desired Skills and experience:

- Experience working at NATO HQ and/or experience working in other international/multi-national organizations
- Demonstrated knowledge of NATO structures, documents, partnership tools, hierarchies, roles of the International Military Staff and the NATO Command Structure, and political and organizational complexities
- Familiarity with the political and security contexts of Georgia and the Black Sea/Caucasus region, and of NATO's role in and policies on the region; related to that, an understanding of the political environment surrounding the origins and implementation of the SNGP
- Familiarity with U.S. security cooperation programs and security assistance, and a basic understanding of how other nations approach bilateral assistance and engagement

Specific Tasks:

- Support Core Team Leader and coordinate activities with Georgia LNO for SGNP, the NATO DCB Advisors, the MoD/General Staff
- Become knowledgeable enough about all the SNGP initiatives (aims, progress, obstacles, ways ahead, etc.) in order to mobilize resources to support SNGP activities
- Provide top-level overviews to Ambassadors, public/media, Georgian leadership, visiting delegations, new NATO experts, and to NATO HQ staff
- Conduct meetings with visiting delegations, visiting non-resident NATO team leads, SNGP NATO team leads, and Georgian SNGP POCs and team leads
- Brief Defense Minister, deputy ministers, CHOD and DCHOD on SNGP implementation progress
- Bridge U.S. security cooperation efforts related to SNGP, as executed through the ODC, and the SNGP team
- Work closely with the appointed Georgian POCs in charge of SNGP (foreign policy advisor to the Minister, DCHOD advisor, and MOD NATO integration department desk officers) to coordinate SNGP initiatives
- Work closely with the Head of the NATO Liaison Team (NLO) to ensure that SNGP implementation is consistent with overall NATO policy
- Work closely with the NATO Military Liaison Officer for access to the NATO International Military Staff and NATO military structures
- Communicate regularly with NATO Allies in Georgia to prevent overlap/duplication of assistance

Additional Requirements:

- Incumbent must be able to obtain and maintain a SECRET security clearance.
- Incumbent must be available for detail from their home organization for a period of 15 months to include training, preparation and a 12 month deployment.

Interested applicants should submit the following:

1. Cover letter
2. Resume
3. Current SF-50 (redacted, no SSN)

HOW TO APPLY: Submit application package to the MoDA Program Office email address:

dsca.ncr.bpc.list.moda@mail.mil

Applications are due NLT 11 April 2016. Competitive applicants will be contacted for a telephone interview. Throughout the process, reference and background checks will be completed.